

## SESP Closeout Activities

### Program Closeout Activities

- Ensure all avenues have been explored for capturing leveraged resources.
- If not already done so, add closeout notes in participant files that indicate the status of each participant (looking for work, staying in current position, enrolled in more training, etc.). If new activities are discovered through this process, update RAD and the SESP database as appropriate.
- Ensure all publications and products created with grant funds include required taglines (see attached tagline requirement document) and are submitted via email by **December 14, 2012**.
- Submit a current contact list for training and employer partners using the *Final Partner Contact List* form by **December 14, 2012**.
- By **December 14, 2012**, inform all training and employer partners via email (copy me) that they may be contacted by us for program evaluation activities. Please make sure they have my contact information:  
Beth Meyer  
[bmeyer@wtb.wa.gov](mailto:bmeyer@wtb.wa.gov)  
(360) 709-4626
- Ensure all grant-related records (electronic and hard copies), including records stored at partner sites, will be archived (and accessible if needed) through **June 30, 2016**.

### Final Program Reporting

- Ensure that all records in RAD are complete (including training, other services, credential and employment information). All active services must include end dates and all participants who successfully completed their training program must have that marked on the Program tab. If there is anything outstanding in RAD that needs to be followed up on by Workforce Board staff, please submit a detailed list of those activities. Date final RAD data is due: **30 days after contract end OR June 14, 2013, whichever comes first**.
- Ensure that all records in the SESP database are complete (including training, credential and incumbent worker information). If there is anything outstanding in the SESP database that needs to be followed up on by Workforce Board staff, please submit a detailed list of those activities. Date final version of SESP database is due: **30 days after contract end OR June 14, 2013, whichever comes first**.
- Final Narrative report due: **30 days after contract end OR June 14, 2013, whichever comes first**.

### Fiscal

- Final invoice for payment due: **60 days after contract end date**. *Any invoices submitted beyond the 60 days may not be paid.*
- Final 1512 report due: **60 days after end of contract period**. *Please note that the final report is in addition to the regular quarterly report (to capture final payments).*
- Final Expenditure report due: **60 days after end of contract period**. *Please note that the final report is in addition to the regular quarterly report (to capture final payments).*